

Fiscal file
3 December 1951

MEMORANDUM FOR: Chief, Accounting Branch
Chief, Claims Branch
Chief, Travel Branch
Chief, Payroll Branch
Chief, Fiscal Processing Branch

FROM : Chief, Fiscal Division

SUBJECT : Arrangements for picking up Treasury Checks

1. There follows the procedure to be employed in requesting check pick-up service at the Treasury Department:

a. The Designated Agent, should be notified when checks are to be picked up and given appropriate identifying information.

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b. The regular run to Treasury is made each regular work day between the hours of 3:00 P.M. and 4:00 P.M.

c. Special arrangements, where absolutely necessary, should be made with the Designated Agent for extra or special runs to Treasury.

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